

CONTRACT REQUIREMENTS:

SPONSORED BY: THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEN: Tuesday, November 14, 2006 9 a.m. – 12 p.m.

WHERE: SETU Training Room, 442 Civic Center Drive, Augusta, Maine

PROGRAM DESCRIPTION:

THE CONTRACTING PROCESS FOR AGENCIES INCLUDING:

An overview of Maine procurement procedures, statutes and rules, Rider B requirements, and guidelines for contract renewal.

THE PRESENTER

Jerry Nault Director of Services Procurement at the Division of Purchases has a BS in Mechanical Engineering and an MBA from the University of Rhode Island. He has held positions at United Technologies and Texas Instruments and the Rhode Island and Maine Hospital Associations with management systems engineering projects in the health care industry. He's been employed by the State of Maine for almost twenty years as an auditor, financial manager at the State Retirement System, Director of Special Projects at the Bureau of General Services, and most recently as Director of Services Procurement at the Division of Purchases.

TO ENROLL: please go to the Staff Education and Training Unit's website at www.maine.gov/dhhs/setu/setu.htm There you will find (in the upper left hand corner) a tab entitled "On-Line Registration Form". Please fill this form out and click on the submit button at the bottom. You will get a "Receipt of Application", confirmation will follow a few weeks before the program runs. If you make any errors, the form will let you know when you submit. Just click the back button, correct any errors, and resubmit. You can see if you got into the program even before you receive a confirmation by going to the calendar for the month of November and click on the underlined class title. This takes you to the attendance list and will also show the first 10 people on the waiting list. We only send confirmations, we do not notify participants if they have not been accepted into a program. You will need the class id number to register. **THE ID NUMBER FOR THIS CLASS IS C95.**

In the lower left hand corner of the website is a link entitled "How Do I Get There?" Directions to 442 Civic Center Drive are located there.

Should you need any help navigating the site, please feel free to call us at 287-9355.